Commonwealth of Virginia
Department of Professional and Occupational Regulation
Post Office Box 11066
Richmond, Virginia 23230-1066
(804) 367-2039
www.dpor.virginia.gov



Real Estate Appraiser Board

RENEWAL COURSE APPLICATION Fee \$135.00 per Course

A check or money order payable to the <u>TREASURER OF VIRGINIA</u>, *or* a completed credit card insert must be mailed with your application package. APPLICATION FEES ARE NOT REFUNDABLE.

	Virginia Course Approval Number	4003-		
1.	Name of Course Sponsor			
2.3.	Federal Employer Identification Number Street Address (PO Box <u>not</u> accepted)			
	City, State, Zip Code			
4.	E-mail Address			
5.	Telephone & Facsimile Numbers	()-()-TelephoneFacsimile		
6.	Type of Institution Proprietary School Real Estate or Real Estate Appra	isal Organization		
7.	Course title			
8.	Type of Course (please check one)	☐ Online Course		
		☐ Classroom Course		
9.	Full Name of Course Instructor			
	All pre-licensing courses must be taught by an instructor certified by the Virginia Real Estate Appraisers Board. All 15-hour USPAP courses must be taught by an AQB certified instructor.			
10.	Individual responsible for course administration			
11.	Grading information (state minimum requirements and provide sample examination)			
12.	Attendance policy (Must be 100%)			
13.	Course prerequisites (if any)			
FFICE ISE INLY	DATE FEE	CLASS OF FEE LICENSE NUMBER ISSUE DATE		

14.	Course length Number of meetings Hours per meeting Meetings per week Total hours	
15.	Scheduling information (check one) Quarter	
16.	Promotion *	
17.	I, the undersigned, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the Board's decision to approve this application. Sponsor's Signature Date	

Please attach the following course documentation:

- a comprehensive course outline
- a course syllabus
- a list of books, pamphlets and materials to be used by the instructor and students